

Vehicle Log Book: Trips, Mileage and Fuel (UAE)

One sheet per vehicle per month. Write one line per trip, at the start and at the end of the trip. Keep the sheet in the car or with the fleet office.

Month / year	
Sheet no.	

A Vehicle

Make and model		Department / cost centre	
Plate emirate		Plate code and number	
Salik tag no.		Darb (company account)	☐ Registered ☐ Not registered
Fuel card no.		Fuel type	☐ Petrol ☐ Diesel ☐ Hybrid ☐ EV
Mulkiya (registration) expiry		Odometer at start of month (km)	

B Trip log

#	Date	Driver name	Emp. ID	Purpose code	From → to	Time out	Time in	Odometer start	Odometer end	km	Salik gates	Darb gates	Parking AED	Driver initials
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														

Purpose codes: C client visit · S site visit · D delivery or collection · A airport · M maintenance or service · O office errand · P approved private use. km = odometer end – odometer start.

C Fuel and other expenses

#	Date	Driver name	Station and emirate	Litres	AED	Odometer	Full tank	Fuel card / receipt no.	Other expense (what, AED)	Driver initials
1										
2										
3										
4										
5										
6										
7										
8										

D Fines and tolls received for this vehicle

#	Date and time on the notice	Type (Salik, Darb, parking, traffic fine)	Reference no.	AED	Driver at that time (from section B)	Driver informed on	Notes
1							
2							
3							
4							
5							

How to find the driver: look for the line in section B whose date, time out and time in cover the date and time on the notice. That line names the driver.

E Monthly check (fleet coordinator)

Odometer at end of month (km)			Distance this month (end – start)		
Sum of trip km (section B)	km		Unlogged km (difference)		
Fuel this month	litres	AED	Fuel use	L/100 km	
Salik and Darb this month	crossings	AED	Open fines or damage		
Role		Name		Signature	Date
Checked by (fleet coordinator)					
Approved by (manager)					

UAE tolls, October 2026: Salik (Dubai) AED 6 at peak (weekdays 6–10am and 4–8pm), AED 4 off-peak, free 1–6am, plus 5% VAT since 1 June 2026 (AED 6.30 / 4.20). Darb (Abu Dhabi) AED 4 per crossing 7–9am and 3–7pm, Monday to Saturday; the Ghantoot and Al Qurm gates charge 24/7. Rates change: check salik.ae and admobility.gov.ae.